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EDITORIAL DIRECTIVE

Prepared by Documents Control at the request
of the Chief Editor

To: All those concerned with drafting and editing United Nations documents and publications

Subject: QUALITY OF MANUSCRIPTS SUBMITTED FOR PROCESSING AS DOCUMENTS OR PUBLICATIONS

Addendum

1. In addendum 1 to the above-mentioned directive, author departments were requested whenever possible to submit manuscripts accompanied by an electronic version on diskette using WordPerfect text-processing software. This practice should continue. However, pending the full conversion of the text-processing pools to WordPerfect and the issuance of detailed guidelines for the format of documents in WordPerfect, author departments are requested to comply with the following guidelines.

2. In order to facilitate the work of the text-processing units:

(a) Codes used to prepare WordPerfect documents should be as basic as possible;

(b) Automatic functions, such as paragraph numbering and footnote numbering, should be kept to a minimum;

(c) Tables should be prepared using the table function and not the graphics function;

(d) Fixed-space fonts should be used, preferably 12 cpi for regular text and 16.67 cpi for oversized tables.

3. Compliance with the above guidelines would be greatly appreciated.

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